FEDERAL BUREAU OF INVESTIGATION
FOI/PA
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

03/13/2008
09:17:00

RETURN RECEIPT

Equipment returned from: [redacted]

b6
b7C
b7E

ID #	ITEM DESCRIPTION Type, Make, Model	Serial	Quantity
[redacted]	[redacted]	[redacted]	

Signture releases responsibility of equipment listed above.

Contact Person: _____ Signature: _____

Telephone Number: _____ Case: _____

Department of Justice

Office of Justice Programs

National Institute of Justice
National Law Enforcement and Corrections Technology Centers:
Border Research Technology Center

Technical Bulletin: Law Enforcement Use of UAS 10/10/2007

IMPORTANT INFORMATION FOR LAW ENFORCEMENT:
CONSIDERATIONS PRIOR TO THE PURCHASE AND/OR OPERATIONS OF UNMANNED AIRCRAFT SYSTEMS (UAS)

Unmanned Aircraft Systems (UAS), also known as UAVs, is a rapidly emerging technology that has exceptional appeal to law enforcement. A UAS consists of an unmanned aircraft, an aircraft control station, and command and control links. UAS are considered as aircraft. These aircraft can often be flown autonomously and at great distances from the command station. In addition, these aircraft can be very small, under 25 lbs and still carry enough equipment to provide video downlink capabilities.

The operation of a UAS by a public agency, whether it is Federal, State or Local Law Enforcement, is enforced by FAA regulations and Federal statutes. With the increase in use of UAS by the military in overseas operations, there has been a significant increase in the number of vendors both producing and marketing these same units to law enforcement. Prior to purchasing or leasing a UAS please consider the following:

- ✓ **For a public aircraft operation, the FAA holds the position that a Certificate of Authorization (COA) is required to operate UAS in the National Airspace;**
- ✓ **The FAA has stated publicly that COAs would not be issued for use of a UAS over populated areas, such as may be defined by the yellow areas on aviation sectionals (aviation map). This includes most cities and densely populated areas;**
- ✓ **The FAA will consider issuing a COA for operations in unpopulated areas as long as the agency seeking the COA can demonstrate that the operation is safe, that sufficient risk mitigations are in place, and the operators have sufficient training (which includes a pilot's license and medical certificate);**
- ✓ **Any law enforcement agency operating a UAS will be required to establish their own airworthiness for the UAS. The airworthiness establishment is the responsibility of the agency and not the vendor. Remember, any agency applying for and receiving a COA assumes liability for the entire operation. While vendor information may be used in deeming an aircraft airworthy, it should not be the only information relied upon;**
- ✓ **The operation of a UAS requires a FAA certificated pilot with a current class II medical certificate and an observer, who while not required to be a pilot, but must have a class II medical certificate;**

Public Document - located at
https://www.justnet.org/pdf/UAS-Technical-Bulletin101007.pdf

CREW-2428

- ✓ A vendor approaching a law enforcement agency offering to demonstrate a UAS to an agency must have an experimental airworthiness certificate issued by the FAA prior to the flight. A vendor cannot rely upon an agencies COA to fly the aircraft. COAs are only issued for aircraft that qualify as "public" aircraft;

- ✓ The rules allowing the recreation use of model aircraft by hobbyist *DO NOT* allow law enforcement agencies to use a UAS without a COA;

- ✓ There are currently no comprehensive studies that confirm the safety records or vendor published data regarding the use of UASs. Problems identified by the military's evaluation of UAS have included radio interference, unexplained control loss, and the durability of the units for repeat flight operations. Department of Defense UAS Program Managers expressed at a recent FAA meeting on UAS, that they rarely get 10 or more missions accomplished with one UAS unit due to crashes;

- ✓ It is not anticipated that the FAA will amend their position on the operations of UAS before the year 2010. However, there are 2 key activities taking place that will push the airspace access issue forward. The first is that the FAA has agreed to conduct 2 test projects with major metropolitan police departments. One is Miami/Dade, and the other is the City of Houston. Each of these will provide valuable insight into the difficulties that may exist in operating UAS in urban environments. The other activity is the creation of new regulation for small UAS to fly in the airspace. This recent development is just starting and will be the genesis for getting small UAS flying in a majority of the US without a COA. Rulemaking can take time, however, so stick with the COA process for the next year or two.

What is the U.S. Department of Justice's doing on this issue? Through Office of Justice Program's National Institute of Justice (NIJ) and its Aviation Technology Program, law enforcement will have the chance to voice their opinions regarding the use of UAS in the national airspace. NIJ is working with the FAA on rules and regulations regarding the use of UAS by law enforcement that both enhance the mission of public safety and provide for the safety of other aircraft in the national airspace and those on the ground. NIJ is planning a forum on the use of UAS by law enforcement with FAA participation during the winter of 2007-2008. NIJ invites interested law enforcement agencies to participate in this process. For more information on UAS operations please feel free to contact Michael O'Shea, Aviation Technology Program Manager, at Michael.OShea@usdoj.gov or Timothy Adelman Esq., the Border Research Technology Center Aviation Project Manager, at Tim@txsheriffs.org or Joe Peters, Border Research Technology Center Director at Joe@txsheriffs.org

The Office of Justice Programs provides federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist victims. OJP has five component bureaus: the Bureau of Justice Assistance; the Bureau of Justice Statistics; the National Institute of Justice; the Office of Juvenile Justice and Delinquency Prevention; and the Office for Victims of Crime. Additionally, OJP has two program offices: the Community Capacity Development Office, which incorporates the Weed and Seed strategy, and the Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking Office (SMART). More information can be found at http://www.ojp.usdoj.gov

CREW-2429

12-201 (Rev 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				1

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135
b6
b7C
b7E

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	[redacted]				b6 b7C b7E

A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#;

BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
b6
b7C
Title: Contracting Officer

A - REQUISITIONER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				9

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

b6
b7C
b7E

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6
b7C
b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER

15. Grand Total

See Instructions on Reverse

b6
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b7E

Point of Contact - Purchase Order Information:

16. United States of America

Title: Contracting Officer

A - REQUISITIONER

CREW-2453

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
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6. To Contractor (Name, Address and Zip Code):

[redacted]

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America
By *(Signature)*

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [redacted]

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

12-201 (Rev 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
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6. To Contractor (Name, Address and Zip Code):

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
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PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
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BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6
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A - REQUISITIONER

CREW-2455

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
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6. To Contractor (Name, Address and Zip Code):
[redacted]

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

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WASHINGTON, DC 20535

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QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

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See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit - [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6
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A - REQUISITIONER

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
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QUANTICO, VA 22135

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WASHINGTON, DC 20535

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BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

12-201-(Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012	[redacted]			4

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:
[redacted]

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

CREW-2458

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				3

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. **Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. **Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6
b7C

A - REQUISITIONER

CREW-2459

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				2

b6
b7C
b7E

6. To Contractor (Name, Address and Zip Code):

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535 IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED. FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324).				

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6
b7C

A - REQUISITIONER

CREW-2460

12-201 (Rev 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				5

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

CREW-2462

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				6 b6

6. To Contractor *(Name, Address and Zip Code)*: b7C

7. Ship to (Consignee and address, Zip Code): b7E
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

**********FOR FBI INFO ONLY**********

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER

15. Grand Total b6 b7C b7E

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America
By (Signature)

Title: Contracting Officer

A - REQUISITIONER

CREW-2463

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012	[redacted]			4

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

[redacted]

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America
By *(Signature)*

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [redacted]

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				3 b6 b7C

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code): b7E
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX b6 b7C
Title: Contracting Officer

A - REQUISITIONER 65

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/27/2012				2 b6

b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	FEDERAL STATUTE REQUIRES THAT THE FEDERAL GOVERNMENT PAY IN ARREARS ONLY. THEREFORE, BILLING SHOULD BE MONTHLY OR QUARTERLY (TITLE 31, U.S.C. SECTION 3324). ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535 IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED. **********				

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

A - REQUISITIONER

CREW-2466

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

b6
b7C
b7E

Rev. 02-08-12

[X] Routine
[] Priority
[] Expedite

REQUISITION (FD-369) COVER SHEET

OPERATIONAL TECHNOLOGY DIVISION (OTD)

REQUISITION #:

Entered in PAMS by:

[X] **REQUIRED DOCUMENTATION** (See OTD Acquisition Guideline)

- [X] **Statement of Need (REQUIRED FOR ALL REQUISTIONS)**
- [X] Independent Government Cost Estimate (Required for all new acquisitions)
- [X] Market Research (Required for all new acquisitions)
- [X] Sole Source Justification (Required for new acquisitions if a product/service is only available from one source)
- [] Statement of Work (SOW) (Required for all service acquisitions)
- [] Source Selection Plan (Required for competitive acquisitions ≥$100K)
- [] DD Form 254 (Required for classified contracts)
- [] Acquisition Plan FD-911 (Required for acquisitions ≥$5M system life cost)
- [] Section 508 (Required for electronic and IT acquisitions)
- [] TSP Waiver Justification Form
- [] IT Acquisition Form (Required for IT acquisitions)

[X] **UNIT CHIEF APPROVAL** _____ [] initial

b6
b7C

[X] **SRU/MSU - FUNDING APPROVAL & TRANSMITTAL to CONTRACTING**

DTP: All Accounts
X _____ ___ initial

TFS&S: All Accounts
___ initial
X _____ ___ initial

b6
b7C

IITP: STAS/NGW(3-G)
_____ ___ initial

CNCI (Cyber) & TRIAD
_____ ___ initial

IITP: STAS
_____ ___ initial

CSEA (Spectrum)
_____ ___ initial

CREW-2495

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	05/06/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6
b7C
b7E

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)
■ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e [redacted])
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

b7E

_____ _____
ASU **Date**

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: _____

Printed Name:

b6
b7C

CREW-2534

Please attach the completed checklist to your package at submission to Finance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 05/06/2011	Anticipated Procurement Date: 06/06/2011

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

■ **Manufacturer** ■ **Hardware** **Software** ☐ **Maintenance**

Vendor Name:	b7E
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	Train the Trainer Class for
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle
3. Network on which product/service is to be used (i.e. etc.)	N/A b7E
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 05/10/2011	Anticipated Procurement Date: 06/10/2011

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

■ **Manufacturer** ■ **Hardware** **Software** ☐ **Maintenance**

Vendor Name:	[redacted] b7E
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aerial Vehicle [redacted] b7E
3. Network on which product/service is to be used (i.e [redacted] etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	[redacted] b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

Revised 07/01/08

Return to Acquisition Security Unit, PA-555
Unclassified Fax: 202-220-9232

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6
b7C
b7E

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)

■ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e [redacted]
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

b7E

_____ _____
ASU **Date**

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: _____

Printed Name:

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach completed checklist to your package at submission to Finance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 12/21/2010	Anticipated Procurement Date: ASAP

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

■ **Manufacturer** ■ **Hardware** ☐ **Software** ☐ **Maintenance**

Vendor Name:	
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	b7E
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	Training of Unmanned Aircraft System Pilots
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Unmanned Aircraft Vehicle b7E
3. Network on which product/service is to be used (i.e. etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6
FBI COTR Name/Phone:	b7C
Program Manager/Technical POC:	b7E
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	12/21/2010
Anticipated Procurement Date:	
Requisition #:	[redacted] b6 b7C b7E
Point of Contact:	
POC Phone #:	

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)
■ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐ [redacted] b6 b7C
☐
☐

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e [redacted]) b7E
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

_____ _____
ASU Date

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: _____

Printed Name: [redacted] b6 b7C

CREW-2565

Please attach the completed checklist to your package at submission to Finance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
05/17/2011				1

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 4823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6 b7C b7E

PLEASE ACKNOWLEDGE ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS ORDER BY SIGNING AND RETURNING THE ENCLOSED YELLOW COPY WITHIN 10 DAYS TO THE ADDRESS IN BOX # 7.

* *

(SIGNATURE) (DATE)

ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➡ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

E - PROPERTY

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
05/17/2011				2

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	WASHINGTON, DC 20535 IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED. A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.				

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit - [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

E - PROPERTY

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
05/17/2011				3

b6

6. To Contractor *(Name, Address and Zip Code)*:

b7C
b7E

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	FAR CLAUSE 52.204-7 AND ITS ALTERNATE I - OR, IF A COMMERCIAL ITEM OR SERVICE, ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS APPLY TO THIS PURCHASE ORDER. THESE CLAUSES REQUIRE THE CONTRACTOR TO BE REGISTERED IN THE CCR DATABASE AND MAINTAIN REGISTRATION UNTIL FINAL PAYMENT.				

b7E

14. Type of Order

☑ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total

b6
b7C
b7E

See Instructions on Reverse

CONTRACTOR NUMBER

Point of Contact - Purchase Order Information:

16. United States of America
By *(Signa*

17. Name *(Ty*

Title: Con

E - PROFER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

(Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				1

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code):*

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, J. EDGAR HOOVER F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6 b7C b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

D - SUPPLY TECHNICIAN

CREW-2569

12-2... (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011	[redacted]			2

b6 b7C b7E

6. To Contractor (Name, Address and Zip Code):
[redacted]

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

D - SUPPLY TECHNICIAN

CREW-2570

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				3

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

D - SUPPLY TECHNICIAN

CREW-2571

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				4

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6 b7C

D - SUPPLY TECHNICIAN

CREW-2372

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Or	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				5

b6 b7C b7E

6. To Contractor (Name, Address and Zip Code):

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

D - SUPPLY TECHNICIAN

CREW-2573

12-20 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				6

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

D - SUPPLY TECHNICIAN

CREW-2374

12-301 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011	[redacted]			7

b6
b7C
b7E

6. To Contractor (Name, Address and Zip Code):
[redacted]

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit - [redacted]

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

D - SUPPLY TECHNICIAN

CREW-2575

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
06/28/2011				8

b6
b7C
b7E

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEF F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

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☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER

15. Grand Total

b6
b7C
b7E

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America

17. Name (Typed)

Title: Contracting Officer

CREW-2615

D - SUPPLY TECHNICIAN

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
[redacted]	[redacted]			

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:	7. Ship to (Consignee and address, Zip Code):
[redacted]	FEDERAL BUREAU OF INVESTIGATION ATTN: [redacted] [redacted] WASHINGTON, DC [redacted]
8. Issuing Office (Address correspondence to): FEDERAL BUREAU OF INVESTIGATION PROCUREMENT SECTION ROOM 6025, JEH F.B.I. BLDG. WASHINGTON, D. C. 20535	**9. Send Invoice to:** (Name, Address and Zip Code): FEDERAL BUREAU OF INVESTIGATION ATTN: [redacted] [redacted] WASHINGTON, DC [redacted]

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6
b7C
b7E

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➡ [redacted]

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America
By *(Signature)*

Point of Contact - Invoice Payment Status:
Commercial Payments Ur [redacted]

17. Name *(Typed)*

Title: Contracting Officer

b6
b7C

D - SUPPLY TECHNICIAN

REVISED 2016

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

12-201 (Rev. 9-8-2008)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
08/11/2010				1

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6825, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6
b7C
b7E

14. Type of Order

☒ A. Purchase - Please furnish the following under the terms and conditions specified on both sides of this order, the above quotation number (if indicated) and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America
By *(Signature)*

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6
b7C

B - BUYER

CREW-2017

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
09/11/2010				2

6. To: (Contractor, Name, Address, Zip Code)

7. Ship to: (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office: (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 4822, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF: TITLE 41, USC 253(C)(1)				

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms and conditions specified on both sides of this order, the above quotation, number if indicated, and the attached sheets, if any, including delivery as indicated.

CONTRACTOR NUMBER

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States
By (Sig

17.
Title: Con g Officer

B - DENVER 18

b6
b7C
b7E

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR	
Request Date:	12/15/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6
b7C
b7E

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)

■ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data; including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

b7E

_____ _____
ASU **Date**

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: _____

Printed Name:

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 12/14/2010	Anticipated Procurement Date: ASAP

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

☐ **Manufacturer** ☐ **Hardware** ☐ **Software** ☐ **Maintenance**

Vendor Name:	
Vendor Address:	b7E

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, UAV
3. Network on which product/service is to be used (i.e etc.)	N/A b7E
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

ROUTINE ☐ PRIORITY ☐ IMMEDIATE

SRU ROUTING SLIP

TRU

☐ FY09	☐ FY08-9	☐ CNST	☐ NY	☑ FY10

b7E

Funds Approval

[redacted] 7/30/09

☐ TRIAD
☐ PURCHASE CARD
☐ REIMBURSABLE

b6
b7C

Final Review

☑ [redacted]

Commit/Copy/File

☑ [redacted] 8/9/09

Send to:

☐ [redacted]

☐ [redacted]

☐ [redacted] IT Acquisitions b6 b7C

☑ Acquisition Strategy and Planning Unit (FBIHQ; Rm 6865)

PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED.

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☐ [redacted]

☑ [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

b7E

[X] Routine
[] Priority
[] Expedite

OPERATIONAL TECHNOLOGY DIVISION (OTD)
Engineering Research Facility, Quantico, VA

Entered in FAMS by: NO

REQUISITION (FD-369) COVER SHEET

REQUIRED 1. [X] **REQUIRED DOCUMENTATION**

- [X] CAR Certification Forms
- [X] Statement of Need (Required for Requisitions $100,000 and Under)
- [] EC (Required for Requisitions Over $100,000)
- [] Acquisition Plan FD-911 (Required for Requisitions Over $5,000,000)
- [X] Market Research or Sole Source Justification

Additional Requirements for IT Acquisitions Only

- [] COTS Approval (For IT Non-Baseline Acquisitions)
- [] CIO Signed IT Acquisition Form (For Acquisitions Above $25,000)

REQUIRED 2. [X] **UNIT CHIEF APPROVAL**

UC [redacted] _____ [] initial

b6
b7C

3. [x] **TMSU - Contract Review (CAO) / Project Review (PMO)** [] initial

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project? Yes [] No [x]
Is this request funding a Service Contract? Yes [x] No []

4. [] **OVER $100,000 - OTD SECTION CHIEF APPROVAL**

_____ ____ initial

5. [] **OVER $250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL**

Patrick B. Cook ____ initial

6. [] **OVER $1,000,000 - ASSISTANT DIRECTOR APPROVAL**

Marcus C. Thomas ____ initial

7. [] **REQUISITION WITH ECs ATTACHED:**

[redacted] for uploading ____ initial

OR - alternate _____ ____ initial

b6
b7C

REQUIRED 8. [X] **STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL AND ROUTE TO CONTRACTING**

DTP: All Accounts
[redacted] ____ initial

TFS&S: Services, Training
[redacted] [] initial

TFS&S: Equipment, Supplies
[redacted] ____ Initial

Cyber Funding, TRIAD
[redacted] ____ initial

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Version 2 – 08/28/08
Previous versions are obsolete.

COMPLETED BY REQUESTOR

Request Date:	7/16/09
Anticipated Procurement Date:	10/1/09
Requisition #:	
Point Of Contact:	
POC Phone #:	
Comments:	

b6
b7C
b7E

HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS
(Access to FBI systems? Access to classified information?)

☒ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e [redacted]
☐ Intergovernmental procurement
☐ No actions related to security were identified in the documentation provided

b7E

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.

ACKNOWLEDGEMENT

_____ _____
ASU Date

Please attach the completed checklist to your package at submission to Finance.

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09

VENDOR INFORMATION

☐ Reseller With Access to FBI Facilities ☐ Reseller With No Access to FBI Facilities

Vendor Name:	
Vendor Address:	

☐ Manufacturer ☐ Hardware ☐ Software ☐ Maintenance

Vendor Name:	
Vendor Address:	

☐ Contractor Providing Classified Services ☐ DD Form 254 Required

Vendor Name:	b7E
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ FISMA System ☐ Critical Asset System ☐ Telecommunications ☐ Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)	b7E
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
3. Network on which product/service is to be used (i.e etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED:

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
☐ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

12-2011 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
08/01/2011				1

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER

15. Grand Total

See Instructions on Reverse

Point of Contact - Purchase Order Information:

16. United States of America

17. Name *(Typed)*

Title: Contracting Officer

D - SUPPLY TECHNICIAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 05/10/2011	Anticipated Procurement Date: 06/10/2011

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

■ **Manufacturer** ■ **Hardware** **Software** ☐ **Maintenance**

Vendor Name:	b7E
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	Unmanned Aerial Vehicle parts and supplies
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section Video Surveillance Unit, Unmanned Aerial Vehicle b7E
3. Network on which product/service is to be used (i.e. etc.)	N/A
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	UNCLASSIFIED
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	05/10/2011
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6
b7C
b7E

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)
■ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e [redacted]
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

b7E

_____ _____
ASU **Date**

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: _____

Printed Name: [redacted]

b6
b7C

Please attach the completed checklist to your package at submission to Finance.

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
07/07/2011				1

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6825, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6
b7C
b7E

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ $XXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX
Title: Contracting Officer

b6
b7C

E - PROPERTY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

(2-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
07/07/2011				2

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b7E

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery, as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➡ $XXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXX

Title: Contracting Officer

b6 b7C

E - PROPERTY

CREW-2637

12-291 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
07/07/2011				3

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 4823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	ALL PAYMENTS BY THE GOVERNMENT UNDER THIS ORDER SHALL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT). THE VENDOR SHALL PROVIDE THIS INFORMATION ON EACH INVOICE OR ~~SUBMIT SF-3881 FORM TO: FBI, COMMERCIAL PAYMENTS UNIT~~ RM. 1987, J. EDGAR HOOVER BLDG 935 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20535 IF THIS INFORMATION IS NOT AVAILABLE TO THE GOVERNMENT, THE INVOICE WILL BE CONSIDERED AN IMPROPER INVOICE AND SHALL BE RETURNED. A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#;				

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➡ XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

E - PROPERTY

(Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod: Date	5. Page No.
07/07/2011	[redacted]			4

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

[redacted]

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, DC 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT.				
	[redacted] FOR FBI USE ONLY [redacted]				

b7E

14. Type of Order

☒ A. **Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

CONTRACTOR NUMBER [redacted]

☐ B. **Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total [redacted]

See Instructions on Reverse

b6 b7C b7E

Point of Contact - Purchase Order Information:

[redacted]

16. United S
By *(Sign*

[redacted]

17. Name *(T*

[redacted]

Title: Contracting Officer

E - PROPERTY

CREW-2639

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 04/15/2010	Anticipated Procurement Date:

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

■ **Manufacturer** ■ **Hardware** ☐ **Software** ☐ **Maintenance**

Vendor Name:	b7E
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ■ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	Operational Technology Division, Traditional Technology Section, Video Surveillance Unit, Airborne Surveillance
3. Network on which product/service is to be used (i.e [redacted] etc.)	N/A b7E
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	SECRET
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	FBI PERSONNEL
6. Will the vendor require access to classified information/systems?	NO

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
■ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

Revised 07/01/08

Return to Acquisition Security Unit, PA-555
Unclassified Fax: 202-220-9232

Acquisition Security Unit Checklist

Version 3 – 10/01/2009
Previous editions are obsolete and will not be accepted

MUST BE COMPLETED BY REQUESTOR

Request Date:	04/15/2010
Anticipated Procurement Date:	
Requisition #:	
Point of Contact:	
POC Phone #:	

b6
b7C
b7E

Highest Classification Required for Vendor to Provide Services / Products:
(Access to FBI systems? Access to classified information?)
☐ UNCLASSIFIED ■ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

Comments:

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements
☐ Contractor Financial Disclosure Requirements
☐ Contractor Suitability Requirements
☐ National Interest Determination

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e
☐ Required if includes procurement of IT hardware / software connected to a FISMA or Critical Asset System
☐ Intergovernmental procurement / reimbursement
☐ No actions related to security were identified in the documentation provided

b7E

_____ _____
ASU **Date**

ACKNOWLEDGEMENT

Procurement Official/COTR/Technical Representative:
☐ I certify that those security requirements identified above by the ASU have been incorporated into the procurement documentation.
☐ This ☐ is / ☐ is not a mission essential contract.

Signature: _____ Date: APR-16-2010

Printed Name:

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

~~SECRET~~ (U)

CLASSIFIED BY NSICG F54M93K42
REASON: 1.4 (c)
DECLASSIFY ON: 11-26-2038
DATE: 11-26-2013

429

(Rev.,05-01-2008)

~~UNCLASSIFIED~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: IMMEDIATE **Date:** 04/15/2010

To: Finance **Attn:** [redacted]

From: Operational Technology
Traditional Technology Section/Video Surveillance Unit
Contact: [redacted] b6 b7C

Approved By: [redacted]

Drafted By: [redacted]

Case ID #: 319B-14-HQ-A1487504-432

Title: REQUISITION MATTERS

Synopsis: The Video Surveillance Unit (VSU) requests the Finance Division, Quantico Contracts Unit (QCU) initiate a sole source procurement to [redacted] in the amount of [redacted] b7E

Enclosure(s): FD-369 Requisition # [redacted]
Security Acquisition Request
Security Acquisition Checklist
Sole Source Justification b7E

Details: The VSU requests the QCU initiate an equipment and services procurement with [redacted] in the amount of [redacted]

[redacted] b3 b7E

VSU_105.1

~~UNCLASSIFIED~~

UPLOADED
APR 20 2010
S.D.J.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

MAIL ID 2163[illegible]

CREW-2652

~~SECRET~~ (U)

To: Finance From: Operational Technology
Re: 319B-14-HQ-A1487504, 04/15/2010

LEAD(s):

Set Lead 1: (Info)

FINANCE

AT WASHINGTON, DC

Initiate sole source procurement action as requested in Requisition # [redacted] Contracting Officers are responsible for ensuring that CARC assessments are completed on all procurements of services involving access to classified information/space, and procurements for critical assets. b6 b7C b7E

CC: 1 - [redacted]
1 -
1 -

♦♦

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
03/17/2010				2 b6

b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN: [redacted]
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E. NAME OR ITEM LINE NUMBER), PRICE AND QUANTITY OF GOODS OR SERVICES RENDERED; SHIPPING AND/OR PAYMENT TERMS; TAXPAYER ID#; BANKING / ROUTING NUMBER TO ALLOW EFT PAYMENT; CONTACT NAME, TITLE AND TELEPHONE NUMBER AND ANY OTHER SUBSTANTIATING DOCUMENTATION AS REQUIRED BY THE CONTRACT. THIS PURCHASE IS NEGOTIATED UNDER THE AUTHORITY OF: TLE 41, USC 253(C)(1) [redacted] b7E				

14. Type of Order

☐ A. Purchase - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ B. Delivery - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

CONTRACTOR NUMBER [redacted]

15. Grand Total [redacted] b6 b7C b7E

...tructions on Reverse

Point of Contact - Purchase Order Information:

[redacted]

16. United States of Ame...
By *(Signature)*

17. Name (...
Title: Con... ...cer

A – REQUISITIONER

CREW-2656

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
03/17/2010				

b6
b7C
b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6
b7C
b7E

14. Type of Order

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☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total ➧ XXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXX

Title: Contracting Officer

b6
b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

12-201a (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
05/17/2010				2

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):

FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6823, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):

FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)
	A PROPER INVOICE SUBMITTED FOR PAYMENT TO THE FBI MUST CONTAIN THE FOLLOWING: THE NAME OF THE VENDOR; AN INVOICE NUMBER; THE CONTRACT OR PURCHASE ORDER NUMBER; THE INVOICE DATE; DESCRIPTION (I.E., NAME OR ITEM LINE NU OF GOODS OR SERVICES RE MENT TERMS; TAXPAYER ID#; BA LLOWED FT PAYMENT; CONTACT NA MBER AND ANY OTHER SU AS REQUIRED BY THE CO TH UNDER THE AUTHORITY OF: TLE 31, USC 253(C)(1) **********END OF TEXT ONLY**********				

b7E

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total

...uctions on Reverse

CONTRACTOR NUMBER

b6 b7C b7E

Point of Contact - Purchase Order Information:

16. United States of Ame... By *(Signature)*

17. Name *(T...*

Title: Cont...

B - BUTLER

CREW-2658

12-201 (Rev. 9-6-2006)

FBI

U.S. Department of Justice
Federal Bureau of Investigation

Purchase Order for Supplies or Services

1. Date of Order	2. Order No.	3. Mod. No.	4. Mod. Date	5. Page No.
03/17/2010				1

b6 b7C b7E

6. To Contractor *(Name, Address and Zip Code)*:

7. Ship to (Consignee and address, Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

8. Issuing Office (Address correspondence to):
FEDERAL BUREAU OF INVESTIGATION
PROCUREMENT SECTION
ROOM 6825, JEH F.B.I. BLDG.
WASHINGTON, D. C. 20535

9. Send Invoice to: (Name, Address and Zip Code):
FEDERAL BUREAU OF INVESTIGATION
ATTN:
BUILDING 27958A
QUANTICO, VA 22135

10. Business Classification	11. F.O.B. Point	12. Discount Terms
	DESTINATION	NET 30 DAYS

13. Schedule

Line No. (A)	Supplies or Services (B)	Quantity Ordered (C)	Unit (D)	Unit Price (E)	Amount (F)

b6 b7C b7E

14. Type of Order

☐ **A. Purchase** - Please furnish the following under the terms, and Conditions specified on both sides of this order, the above quotation number if indicated, and the attached sheets, if any, including delivery as indicated.

☐ **B. Delivery** - This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

15. Grand Total XXXXXXXXXXX

See Instructions on Reverse

Point of Contact - Purchase Order Information:

Point of Contact - Invoice Payment Status:
Commercial Payments Unit -

16. United States of America
By *(Signature)*

17. Name *(Typed)* XXXXXXXXXXX

Title: Contracting Officer

b6 b7C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

A – REQUISITIONER

Unit

☐ ROUTINE ☐ PRIORITY ☐ EXPEDITE

REQ. #

TRU

SRU ROUTING SLIP

☐ FY09	☐ FY08-9	☐ CNST	☐ NY	☑ FY10

Funds Approval

[redacted] 2/30/09

☐ TRIAD
☐ PURCHASE CARD
☐ REIMBURSABLE

b6
b7C
b7E

Final Review

☑ [redacted]

Commit/Copy/File

☑ [redacted] 10/9/09

Send to:

☐ [redacted]
☐
☐

☐ [redacted]

☐ [redacted] IT Acquisitions

☑ Acquisition Strategy and Planning Unit (FBIHQ, Rm. 6863)

PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED

☐ [redacted]

b6
b7C

☐ [redacted]
☐
☐
☐
☑

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

FY 2010

[x] Routine
[] Priority
[] Expedite

REQUISITION #: []

b7E

OPERATIONAL TECHNOLOGY DIVISION (OTD)
Engineering Research Facility, Quantico, VA

Entered in FAMS by: NO

REQUISITION (FD-369) COVER SHEET

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

REQUIRED 1. [X] **REQUIRED DOCUMENTATION**

- [X] CAR Certification Forms
- [X] Statement of Need (Required for Requisitions $100,000 and Under)
- [] EC (Required for Requisitions Over $100,000)
- [] Acquisition Plan FD-911 (Required for Requisitions Over $5,000,000)
- [X] Market Research or Sole Source Justification

Additional Requirements for IT Acquisitions Only

- [] COTS Approval (For IT Non-Baseline Acquisitions)
- [] CIO Signed IT Acquisition Form (For Acquisitions Above $25,000)

REQUIRED 2. [X] **UNIT CHIEF APPROVAL**

UC [] [] initial

b6
b7C

3. [x] **TMSU - Contract Review (CAO) / Project Review (PMO)** [] initial

If the answer to either question is YES, requisition must be sent to TMSU:

Is this request funding a Project? Yes [] No [x]
Is this request funding a Service Contract? Yes [x] No []

4. [] **OVER $100,000 - OTD SECTION CHIEF APPROVAL**

_____ ____ initial

5. [] **OVER $250,000 - DEPUTY ASSISTANT DIRECTOR APPROVAL**

Patrick B. Cook ____ initial

6. [] **OVER $1,000,000 - ASSISTANT DIRECTOR APPROVAL**

Marcus C. Thomas ____ initial

7. [] **REQUISITION WITH ECs ATTACHED:**

[] for uploading ____ initial

OR - alternate _____ ____ initial

REQUIRED 8. [X] **STRATEGIC RESOURCES UNIT (SRU) - FUNDING APPROVAL AND ROUTE TO CONTRACTING**

b6
b7C

DTP: All Accounts
[] ____ initial

TFS&S: Services, Training
[] [] initial

TFS&S: Equipment, Supplies
[] ____ initial

Cyber Funding, TRIAD
[] ____ initial

Acquisition Security Unit Checklist

Version 2 – 08/28/08
Previous versions are obsolete.

COMPLETED BY REQUESTOR	
Request Date:	7/16/09
Anticipated Procurement Date:	10/1/09
Requisition #:	
Point Of Contact:	
POC Phone #:	
Comments:	

b6
b7C
b7E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS
(Access to FBI systems? Access to classified information?)

☒ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e
☐ Intergovernmental procurement
☐ No actions related to security were identified in the documentation provided

b7E

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.

ACKNOWLEDGEMENT

_____ _____
ASU Date

Please attach the completed checklist to your package at submission to Finance.

CREW-2682

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09

VENDOR INFORMATION

☐ **Reseller With Access to FBI Facilities** ☐ **Reseller With No Access to FBI Facilities**

Vendor Name:	
Vendor Address:	

☐ **Manufacturer** ☐ **Hardware** ☐ **Software** ☐ **Maintenance**

Vendor Name:	
Vendor Address:	

☐ **Contractor Providing Classified Services** ☐ **DD Form 254 Required**

Vendor Name:	b7E
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ **FISMA System** ☐ **Critical Asset System** ☐ **Telecommunications** ☐ **Audiovisual**

1. Products being procured (list the specific hardware / software / services in detail)	b7E
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU
3. Network on which product/service is to be used (i.e [redacted] etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6 b7C b7E
FBI COTR Name/Phone:	
Program Manager/Technical POC:	
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
☐ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments:

☑ ROUTINE ☐ PRIORITY ☐ EXPEDITE

TRU

SRU ROUTING SLIP

☐ FY09	☐ FY08-9	☐ CNST	☐ NY	☑ FY10

Funds Approval [redacted] 12/30/09

☐ TRIAD
☐ PURCHASE CARD
☐ REIMBURSABLE

b6
b7C
b7E

Final Review
☑ [redacted] [redacted]

Commit/Copy/File
☑ [redacted] [redacted] 10/9/09

Send to:
☐ [redacted]
☐
☐
☐ [redacted]
☐ [redacted] IT Acquisitions
☑ Acquisition Strategy and Planning Unit (FBIHQ, Rm. 6865)

PLEASE SEND TO INDIVIDUAL MARKED BELOW WHEN FINISHED

☐ [redacted]

b6
b7C

☐ [redacted]
☐
☐
☐
☑

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Acquisition Security Unit Checklist

Version 2 – 08/28/08
Previous versions are obsolete.

COMPLETED BY REQUESTOR	
Request Date:	7/16/09
Anticipated Procurement Date:	10/1/09
Requisition #:	
Point Of Contact:	
POC Phone #:	
Comments:	

b6
b7C
b7E

HIGHEST CLASSIFICATION REQUIRED FOR VENDOR TO PROVIDE SERVICES/PRODUCTS
(Access to FBI systems? Access to classified information?)

☒ UNCLASSIFIED ☐ SECRET ☐ TOP SECRET ☐ TOP SECRET/SCI

ASU USE ONLY

Date Received: _____
Date Additional Information Requested: _____
Date Returned: _____

ASU POC:
☐
☐
☐

b6
b7C

☐ Classified Contract (DD 254 Required)
☐ Contracting Officer's Security Representative
☐ E-QIP Special Security Requirements
☐ DOJ Procurement Guidance for Security Systems and Data, including Personally Identifiable Information (PII) Special Security Requirements
☐ DOJ Consent for Warrantless Searches of DOJ Workplaces
☐ Community Acquisition Risk Section (CARS) Special Security Requirement (CARS Assessment Required)
☐ Personnel Security Special Security Requirements
☐ Source Selection Evaluation Board (SSEB) Requirements for Classified Contracts Special Security Requirements

ASU SPECIAL NOTES

☐ Required if not already accomplished as part of the original contract award
☐ Required if connected to a FISMA or Critical Asset System (i.e
☐ Intergovernmental procurement
☐ No actions related to security were identified in the documentation provided

b7E

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the requestor.

ACKNOWLEDGEMENT

_____ _____
ASU Date

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

Please attach the completed checklist to your package at submission to Finance.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2013 BY NSICG F54M93K42

ACQUISITION SECURITY REQUEST

Request Date: 7/16/09	Anticipated Procurement Date: 10/1/09

VENDOR INFORMATION

☐ Reseller With Access to FBI Facilities ☐ Reseller With No Access to FBI Facilities

Vendor Name:	
Vendor Address:	

☐ Manufacturer ☐ Hardware ☐ Software ☐ Maintenance

Vendor Name:	
Vendor Address:	

☐ Contractor Providing Classified Services ☐ DD Form 254 Required

Vendor Name:	b7E
Vendor Address:	

PRODUCT/SERVICES INFORMATION

☐ FISMA System ☐ Critical Asset System ☐ Telecommunications ☐ Audiovisual

1. Products being procured (list the specific hardware / software / services in detail)	
2. What entity will be purchasing and using the product (Location, Division, Section, Unit, and Program)?	OTD/TPS/TRU b7E
3. Network on which product/service is to be used (i.e etc.)	Na
4. Highest Classification / Security Requirements (i.e. Top Secret, Top Secret SCI, Secret, SBU, LES, etc.)	Na
5. Who is installing and maintaining the equipment/software (FBI personnel, vendor, other)?	Na
6. Will the vendor require access to classified information/systems?	No

PROCUREMENT INFORMATION

Contracting Officer Name/ Phone:	b6
FBI COTR Name/Phone:	b7C
Program Manager/Technical POC:	b7E
Requisition Number:	
Purchase Order Number:	
Contract Number:	

DOCUMENTATION ATTACHED

☐ Answers to the Acquisition Risk Questions (the replacement for the SF-328)
☐ Key Management Personnel Listing (KMPL)
☐ FD-369 Requisition for Supplies and/or Equipment
☐ Statement of Work (SOW) – Required if a classified contract

PRIORITY

All requests will be handled by date received by ASU unless specific issues affecting the priority, i.e. Director's Priority, are specifically provided in writing by the Contracting Officer.

Comments: